

## **ENTRY-LEVEL POLICE OFFICER JOB DESCRIPTION**

### **MINIMUM QUALIFICATIONS**

- 21 Years of Age
- No Felony Convictions
- Valid Washington State Driver's License
- United States Citizen
- High School Diploma or G.E.D Certificate
- Good Physical Health and Condition
- Other Agency Requirements

### **SUMMARY OF DUTIES, WAGES, AND BENEFITS**

Eatonville Police Officers perform work under general supervision that involves the protection of life and property, the enforcement of laws and ordinances, the maintenance of order and the investigation of crime. This position is generally under the direction of the Chief of Police, but may at times work independently. The hours of work and shifts are variable.

### **KNOWLEDGE/ABILITIES**

Ability to analyze situations quickly and objectively, recognizing actual and potential dangers and determine a proper course of action.

Ability to write clear incident reports, organizing details logically.

Ability to read, understand and interpret laws, ordinances, rules and regulations.

Ability to learn quickly applicable Federal and State Laws and Town Ordinances, and established principles, practices, policies and procedures of police work.

Ability to cope with situations firmly, tactfully, and with respect for individual rights.

Ability to establish and maintain effective relations with fellow employees and with citizens from all racial, ethnic and economic backgrounds.

### **TYPICAL DUTIES**

Major duties involve responding to calls for service, patrolling in a direct manner, to deter and detect crime, investigating complaints, citing and/or arresting law violators, following up on pending reports and cases and protecting persons and property. When not responding to priority calls for service or otherwise directed by a supervisor, the police officer is expected to use self-directed work time in an efficient manner by self-initiating work on neighborhood problems and seek solutions consistent with the Department Mission.

### **WAGES AND BENEFITS**

The wage range is \$4123 - \$4723 plus longevity.

The current benefit package includes Medical, Dental, Basic Life Insurance, Basic Employee Assistance Program, Vision Service Plan. Also included is paid holidays, sick leave, vacation, and overtime compensation. Police officers also participate in the Washington State Law Enforcement Retirement System and may elect to participate in the deferred compensation programs.

### **MUST SUCCESSFULLY PASS THE FOLLOWING**

Written Test

Physical Agility Test

Oral Board

Background Investigation

Polygraph

Medical Exam

Psychological Exam

**(For entry-level testing, see [job announcement](#) on Town of Eatonville website.)**

